

# DIGITAL FIRST - FACT SHEET

From 1 November 2017, Greater Shepparton City Council will require electronic lodgements for Building and Planning applications for permits through e-Pathway using the following link <https://eservices.greatershepparton.com.au/ePathway/Production/Web/default.aspx> Go to the Applications Tab and Select New Application.

Applicants must supply all plans and supporting documentation in a digital form as PDFs.

After an application has been uploaded into Council's electronic system, customers will be able to track the progress of their application online using the following link <https://eservices.greatershepparton.com.au/ePathway/Production/Web/GeneralEnquiry/EnquiryLists.aspx?js=1096248369> Select Relevant Enquiry List.

Once an application has been determined, customers will be sent an electronic copy of the stamped plans and permit.

For planning related enquires click <http://greatershepparton.com.au/bookings/> to book an appointment to see a staff member from our Planning Team.

If you would like to see a staff member from our Building Team please come into the Council office during business hours.

If you need help to complete an online application or require assistance regarding this process, please contact the Building and Planning Department on 03 5832 9730.

## PDF FORMAT AND RESTRICTIONS

All forms, plans and documents must be submitted as PDF files. Security settings including passwords, and editing restrictions must not be applied. No zip files will be accepted.

## SUPPORTING DOCUMENTATION

All supporting documentation is to be supplied as separate PDF files and able to be published online. One PDF file containing all documents will not be accepted.

## PLANS

Plans must be to scale (1:100 or 1:200) at A3 size and rotated to Landscape.

All plans must be submitted in PDF format, as individual files or plan sets.

## INSTRUCTIONS FOR FILE NAMES

File naming conventions apply to all electronic documents submitted. PDF file names are to be in accordance with the examples below:

### Title of Plan/Document – Property Address

*Building Application - 90 Welsford Street, Shepparton.pdf*

*Planning Application - 90 Welsford Street, Shepparton.pdf*

*Architectural Plans - 90 Welsford Street, Shepparton.pdf*

*Plan of Subdivision - 90 Welsford Street, Shepparton.pdf*

*Site Plan - 90 Welsford Street, Shepparton.pdf*

*Elevations Plan - 90 Welsford Street, Shepparton.pdf*

## PUBLIC NOTICE, OBJECTIONS AND SUBMISSIONS

Council will publish details of your application on its website. Council may in addition advertise your application in the local newspaper if it is 'advertised development'.

The documentation you provide can also be accessed by the public through the Freedom of Information Act (1982).

You can view planning applications on public notice and the relevant supporting documents using the following link <https://eservices.greatershepparton.com.au/ePathway/Production/Web/GeneralEnquiry/EnquiryLists.aspx?js=1096248369>.

Select Planning Applications on Public Notice.

Objections and Submissions can also be made online using the following link <https://eservices.greatershepparton.com.au/ePathway/Production/Web/GeneralEnquiry/EnquiryLists.aspx?js=1096248369>. Select Planning Applications on Notice, find the relevant application in the list and click Submit a Response.



## ONLINE APPLICATIONS VIA COUNCIL WEBSITE

The following applications must only be made online:

### Planning Application

<https://eservices.greatershepparton.com.au/ePathway/Production/Web/default.aspx>

Go to the Applications Tab and Select New Application.

### Building Application Including Property Information Requests

<https://eservices.greatershepparton.com.au/ePathway/Production/Web/default.aspx>

Go to the Applications Tab and Select New Application.

### Plan Retrieval

<https://eservices.greatershepparton.com.au/ePathway/Production/Web/default.aspx>

Go to the Applications Tab and Select New Application.

### Form 10

<https://eservices.greatershepparton.com.au/ePathway/Production/Web/default.aspx>

Go to the Certificates Tab and Select New Certificate.

## OTHER APPLICATION FORMS ARE AVAILABLE ON COUNCIL WEBSITE AND MUST BE SUBMITTED ELECTRONICALLY

Other application forms can be obtained through Council's website using the following link:

**Building Forms:** <http://greatershepparton.com.au/bpi/building/building-forms>

**Planning Forms:** <http://greatershepparton.com.au/bpi/planning/statutory-planning/planning-forms>

These forms are to be completed electronically and submitted by email to [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au).

Application forms will not be accepted without a valid email address.

These are some of the application types which are to be submitted via email:

- (i) Section 50 and 57A Review Applications
- (ii) Application for Amended Permit, Amended Plans and Secondary Consent
- (iii) Request for Copies of Planning Permit or Plans
- (iv) Reports and Consent

Any incoming correspondence and/or enquiries for the Building and Planning Department must be completed electronically and submitted by email to [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au).

**To ensure your matter is processed without delay, emails should not be sent directly to Council officers.**

## PAYMENTS

All payments are now processed online. In some cases you will be required to pay the relevant application fee at lodgement, alternatively if the fee is not calculated at lodgement you will be sent instructions regarding payment options soon after your application is received.

## CERTIFICATION APPLICATIONS - SPEAR

Subdivision Certification Applications will continue to be processed through SPEAR.

## PRIVATE BUILDING SURVEYORS

All documentation submitted by Private Building Surveyors must be submitted by electronic lodgement through e-Pathway using the following link <https://eservices.greatershepparton.com.au/ePathway/Production/Web/default.aspx>  
Go to the Applications Tab and Select New Application – Select either Property Information or Section 80 Notification.

Once the initial application is made you will be given an application number which will allow submission of further information and documentation such as building permits, certificate of final, occupancy certificate and compliance certificates etc.

All payments by Private Building Surveyors are now processed online only. In some cases you will be required to pay the relevant application fee at lodgement, alternatively if the fee is not calculated at lodgement you will be sent instructions regarding payment options soon after your application is received.

## FURTHER INFORMATION

For further information or assistance please contact Council's Building and Planning Department on:

**Telephone: 03 5832 9730**

**Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)**

